

MINUTES

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

WORKFORCE PROFICIENCY PANEL

June 19, 2000

Minute No. 1

Call to Order

Ronald Christ, Acting Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established there was not a quorum present. Panel members present were Ronald Christ, Mike Hayes, Kathy Sutton, and Marianetta Blackwell. Members absent were James Pittman, Johnny Alderman, Jerry Seager, and B. J. Bischoff.

Minute No. 3

Consideration of the April 17, 2000 Minutes, Document 00-2 Workforce Proficiency Panel Meeting

Panel member Hayes moved that the Minutes of the April 17, 2000 meeting be approved. Seconded by Panel member Blackwell; unanimously carried. (Copy filed with official Minutes.)

Action: **Approved Minutes**

Special recognition – John Henderson, Retiree, Bartholomew Consolidated School Corporation, Electronics Teacher.

Terry Fields, State Director of Vocational and Technical Education, presented Mr. Henderson with a Certificate of Appreciation for his continued support of the Indiana Essential Skills Technical Proficiencies Initiative. Mr. Henderson was one of the first instructors to volunteer to join Workforce Development in the issuance of Certificates of Technical Achievement. Starting August 1, Mr. Henderson will be joining Indiana Business Modernization and Technology Corporation (BMT) in assisting teachers with using the Certificates of Technical Achievement in their instructional settings.

Mr. Henderson expressed his appreciation to the Panel for the recognition. He is looking forward to continuing his work to support the skill standards initiative.

Minute No. 4

Discussion Item: Industry-Based Certificates for Workforce Certification

Mr. Fields reported on the process of assessing Incumbent Workers for Industry-Based Certificates. The process for creating the scenarios is around the manufacturing core. Mr. Fields shared the Scenario Worksheets used to assess Incumbent Workers. (Copy filed with official Minutes.) All ten core areas listed are used on the Incumbent Worker worksheets. However, not all companies use all ten cores. Currently the process is being reviewed to ensure a smoother and faster turn around time. One main goal is to train union and management at companies to assess employees. It is hoped that by early fall, the Industry-Based certificates will be on the internet for companies to use. Discussion on the incumbent worker process and Industry-Based Certificates followed.

Minute No. 5

Discussion Item: Marketing Report

Mr. Fields presented a draft Power Point presentation regarding the incumbent worker program. A video on the incumbent worker process will be created in the near future. Indiana is the only state that issues state Certificates of Technical Achievement to incumbent workers. The reason for Indiana's success is that the certificates are industry-based. Indiana's certificates are composed of three parts; technical skills, academic skills, and employability skills. The scenarios for both students and incumbent workers have to be based on real work duties and approved by industry (both management and labor). Scenarios are company-specific. Once the scenarios are written, staff meets with the company to make adjustments, if needed. Discussion on the Power Point presentation followed.

Minute No. 6

Discussion Item: Results

Mr. Fields gave an update on the CTA Progress Summary. (Copy filed with official Minutes.) This report shows the School-To-Work areas which have been active in the certification process and the areas in which efforts need to be concentrated to increase the numbers of those with CTAs. To date, there have been 2,839 new Certificates of Technical Achievement awarded. Of these, 1,604 have been awarded since January 1. Three Hundred Nineteen sites have been brought on board with a total of 75 since January 1. Discussion on the 1996-2000 Progress Summary Report followed.

Minute No. 7

Decision Item: Consideration of State or National Certification Systems Endorsement

Mr. Fields gave an update on the nominations for State/National Systems Endorsement. Staff are still researching the nominations; therefore, they are not yet prepared to make recommendations. They still need to contact some certification programs for additional information to ensure the certification system meets the Panel requirements, which are: high demand, high wage, and high skill. There will be three groups of endorsements: one that meets all Panel criteria; one in which additional information is needed; and one that does not meet criteria at all. Mr. Fields shared a State/National Certification Programs Cursory Examination Report with the Panel. (Copy filed with official Minutes.) This report shows the Career Cluster in which certification falls, who

recommended the certification, whether certification meets high demand, high wage, and the long term projection of supply/demand. Discussion on the State/National Certification System Endorsements followed.

Minute No. 8

Discussion Item: Other Business

There was no other business to come before the panel

Minute No. 9

Adjournment

Acting Chair Christ declared the meeting adjourned.

Date_____ Chair_____ Secretary_____